

EXHIBIT A

rev 5/17/2012

SCOPE OF RIGHT OF WAY SERVICES

I. PROJECT MANAGEMENT AND ADMINISTRATION SERVICES

The Consultant shall:

- Comply with DOTD's
 - *Title Research Manual*
 - *Operations Manual*
 - 49 CFR
 - USPAP
 - All other applicable laws and regulations
- Attend project kick-off meeting and other meetings
- Provide project field office if directed by DOTD
- Submit a service plan including an appraisal plan and a request for approval of all individuals who are to provide services on this project
- Submit, to DOTD for approval, resumes of staff not already approved in consultant's bid proposal
- Develop project schedule and provide periodic updates as directed by DOTD
- Provide monthly invoices
- Maintain AARS status
- Train and manage sub-consultants
- Testify on behalf of DOTD in legal proceedings
- Implement and maintain quality assurance and quality control program and practices to ensure compliance with DOTD's policy
- Coordinate with Public Information Office and attend public hearings and meetings as required
- Perform any other tasks and activities necessary to complete project management and administrative services

II. TITLE RESEARCH REPORT SERVICES

Title Research Report Services is not part of this contract.

III. TITLE RESEARCH REPORT UPDATE SERVICES

Title Research Report Update Services is not part of this contract.

IV. APPRAISAL SERVICES

Appraisal Services is not part of this contract.

V. APPRAISAL REVIEW SERVICES

Appraisal Review Services is not part of this contract.

VI. CONSTRUCTION COST SERVICES

Construction Cost Services is not part of this contract.

VII. BUSINESS VALUATION SERVICES

The Consultant shall:

- Field review the project
- Identify the appropriate business valuation and lost profits study format
- Mail property owner notification letter to each property owner
- Schedule meeting with and meet on site with property owner(s) for each parcel
- Document meeting
- Define the business valuation problem by identifying
 - Property rights
 - Objective of the business valuation and lost profits study
 - Definition of value
 - Date of value
 - Limiting conditions for each parcel
- Develop a business valuation and lost profits study
 - Data required
 - Data must include 3 – 5 years operations
- Collect general economic data including
 - Market
 - Financial
 - Economic
 - Trend
 - Tax information
- Analyze data to determine business value before acquisition of required right of way
 - Subject
 - Regional
 - Community
 - Neighborhood
- Determine approaches to business value
- Determine the business value of the parent tract
- Reconcile the approaches to business value
- Establish date of business valuation and lost profits report
- Sign and date the business valuation and lost profits report
- Submit business valuation and lost profits report with supporting documentation electronically to DOTD
- Testify on behalf of DOTD in legal proceedings

- Make corrections, revisions, and provide information for business valuation and lost profits services as directed by DOTD
- Perform other tasks and activities necessary to complete the business valuation and lost profits study services

VIII. FORESTER SERVICES

Forester Services is not part of this contract.

IX. PETROLEUM ENGINEER SERVICES

Petroleum Engineer Services is not part of this contract.

X. MINERAL SPECIALIST SERVICES

Mineral Specialist Services is not part of this contract.

XI. RIGHT OF WAY STAKING SERVICES

Right of Way Staking Services is not part of this contract.

XII. ACQUISITION SERVICES

Acquisition Services is not part of this contract.

XIII. RELOCATION ASSISTANCE AND ADVISORY SERVICES

Relocation Assistance and Advisory Services is not part of this contract.

XIV. EXPROPRIATION SUPPORT SERVICES

Expropriation Support Services is not part of this contract.

XV. IMPROVEMENT CONTROL SERVICES

Improvement Control Services is not part of this contract.

XVI. PROJECT PRODUCTION SUPPORT SERVICES

Project Production Support Services is not part of this contract.

XVII. COST ESTIMATING FOR PLANNING AND BUDGETING SERVICES

Cost Estimating for Planning and Budgeting Services is not part of this contract.